



King County
PROJECT ASSISTANT
DEPT. OF NATURAL RESOURCES & PARKS/WASTEWATER TREATMENT DIVISION
MAJOR CAPITAL PROJECTS SECTION
Hourly Salary Range \$16.42 – \$21.36
Job Announcement: 04EM4254
OPEN: 6/9/04 CLOSE: 6/18/04

WHO MAY APPLY: This career service position is open to all employees on the King County payroll. Additional consideration will be provided to current King County career service employees.

WHERE TO APPLY: Required forms and materials must be submitted to **Wastewater Treatment Division-HR, 201 S. Jackson St., MS-KSC-NR-0511, Seattle, WA 98104. PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kathy Loland at (206) 684-1464 with questions.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume, and response to the supplemental questionnaire at the end of this bulletin.

WORK LOCATION: King Street Center, 201 South Jackson Street Seattle.

WORK SCHEDULE: This full-time career service position is eligible for overtime compensation. The regular workweek is full-time 40 hours, Monday through Friday 8:00 a.m. to 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE: Develop and maintain project files, prepare correspondence and other contract documentation, coordinate document reviews. Provide administrative support to the Section Manager, Conveyance Program Supervisor and Treatment Program Supervisor in scheduling meetings, research and analyze financial expenditures, collect and analyze data for research projects and prepare summary reports. Construct Access database tracking program for organization assistance and preparation of meeting minutes for various meetings, decisions tracking, travel and training plans.

- Provide administrative and technical support to projects. Research, analyze and prepare reports on a variety of issues, projects and procedures, and report findings to assigned supervisors. Document and log all decisions related to multiple committee meetings and report on the progress of those decisions.
- Use Access database to develop and implement automated information reporting system programs to track project and/or program activities, decision logs and committee reports.
- Review and develop computer applications to support project activities.
- Provide on-going support for assigned projects including report development and generation as well as data collection and analysis and report findings to assigned manager or supervisor.
- Monitor and attend administrative group meetings and guides administrative personnel, project managers, and assigned supervisors in the utilization of current administrative procedures.
- Coordinate work and status reports with other departments, division or sections on information requests.

- Prepare specifications and financial paperwork to initiate purchase of goods and services and travels documents.
- Compose and/or draft correspondence and status reports for assigned supervisors. Prepare project status reports, memorandums and documents. Prepare and coordinate training plans, travel plans and assists in the performance review process.
- Research and develop financial information for revenue and expenditure reports. Update the Section's annual business plan.
- Perform other related administrative support activities as assigned.

QUALIFICATIONS:

- Two years of college level training or the equivalent combination of education and experience. One year of work experience can be substituted for each year of education.
- Three years of increasingly responsible administrative experience is required.
- Demonstrated ability to use Microsoft Word, Excel, Outlook, Access and FileMaker 6.0 database management programs. Must be able to manipulate Excel to develop worksheet formulas and perform complex operations, and develop graphs and charts.
- Demonstrated experience in developing professional working relationships with business community leaders, public and team members, and the ability to establish and maintain effective working relationships with a diverse group of individuals including elected officials and their staff.
- Demonstrated ability to present information in a tactful and diplomatic manner.
- Demonstrated ability to organize and prioritize multiple work assignments including the ability to work on a number of projects simultaneously, with a high attention to detail.
- Excellent oral and written communication skills.
- Demonstrated analytical skills to research and interpret data and communicate findings to program staff or the public.
- Thorough knowledge of King County and WTD administrative policies and procedures.

UNION REPRESENTATION: This position will be represented by the Technical Employees' Association.

CLASS CODE: 431902

04EM4254
PROJECT ASSISTANT, MAJOR CAPITAL PROGRAM
SUPPLEMENTAL QUESTIONNAIRE

Answer the following questions outlining in detail your experience with the following situations. Use additional pages if necessary to complete your answers. Your responses will be evaluated to identify the most competitive candidates to participate in the hiring process. Please limit your response to three pages.

1. Describe your experience providing technical and administrative support to a variety of staff members. Describe the types of work you performed the number and type of staff you took direction from, and your techniques for ensuring effective project completion.
2. Outline your experience in dealing with a high profile issue or politically charged situation where you were called upon to answer questions from an external agency or person. Include an outline of the situation, indicate the major participants (without using names), and your success in resolving the situation.
3. Describe your experience using Excel, Word and any database management program. Detail the types of documents and or data you produced/managed and your level of expertise with the software.